

POSTING NUMBER: HR-0027 **ISSUE DATE:** April 13, 2016

TITLE: Technical Assistant 2, Community Affairs **CLOSING DATE:** April 27, 2016

DIVISION / UNIT: Office of Fiscal Services **SALARY RANGE:** P17 \$43,094.21- \$60,725.57

LOCATION: 101 S Broad Street, 8th floor

Trenton, NJ 08625

POSITIONS: One (1) **DISTRIBUTION:** Statewide

DESCRIPTION OF MAJOR DUTIES:

Under the direction of a Technical Assistant 1 or higher level supervisory official in the Department of Community Affairs, performs technical duties and/or performs complex para-professional responsibilities for prescribed technical projects or programs requiring the independent application of rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required. Using MACS-E (New Jersey procurement system), NJCFS (New Jersey accounting system), E-Catalog (New Jersey electronic purchasing system), generates purchase orders and processes payments for various goods and services in accordance with State purchasing regulations and procedures.

REQUIREMENTS:

EXPERIENCE:

Four (4) years of experience in providing technical assistance to state and/or local communities or agencies, completing forms or applications, resolving complaints, or interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content.

NOTE: Applicants who do not possess the required experience may substitute education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE:

Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

__ A promotable eligible exist within the unit scope.

X A promotional or open competitive list exists.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0027
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Resumes may be emailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.
